

11 January 1963

MEMORANDUM FOR THE RECORD

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Subject: Items Discussed with [redacted] EA/DDS on 10 January 1963

1. Rearranging of Office Space.

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I have given [redacted] 2 proposals for the rearranging of Office Space for our Staff. He thought either of them was good, however, he wanted to keep the floor plan, review them, inspect the space and promised he would let me know in a day or so. I explained that each proposal involves moving the ADP, now on the 6th floor and Suggestion Awards Unit, and that I had not discussed these proposals with them. I also suggested that we could pick up some rugs and other office furniture which is better than what we now have from the surplus property which I saw in the Warehouse at the Naval Gun Factory. He agreed that this was a good idea and saw no reason why we couldn't do it.

2. End of Fiscal Year Report on Records Management

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In early October 1962, I gave to [redacted] drafts of memoranda for Col. White's signature to each of the Deputy Directors and the DDCI on the status of the Agency Records Disposition Program at the end of FY 1962. At that time, [redacted] wanted to review these memoranda before they were finalized. On 12 December 1962, [redacted] returned these memoranda to me with the suggestion that they be updated and sent out sometime after the first of the year. Today, I called his attention to the fact that these memoranda could not be updated because they reflected information based on last Fiscal Year. He was very apologetic about the delay he had caused and said he would like to keep these memoranda and have them done in his office for final form for Col. White's signature. I emphasized that it was important for these reports to go out shortly, because, in addition to reflecting status as to last Fiscal Year, they contain proposals for future programs.

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3. Use of GSA Vital Records Depository

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[redacted] requested that we contact Office of Security and request that they make an inspection of the Depository. He said he Mr. Lloyd and Col. White approved of the recommendation for the possible use of the GSA facility. I discussed this matter with [redacted] [redacted] Chief, Physical Security Division and they have agreed to proceed with the Inspection. It was also [redacted] opinion that this facility has good potential for our use.

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4. Surveys in process or pending.

- a. Survey of Microfilming Cables--Signal Center, Commo.
This survey to begin with [redacted] return from sick leave.

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- b. Survey of Records and related procedures, Building Security Branch, Fiscal Security Division.
- c. Operations Division--OEL--DDR.

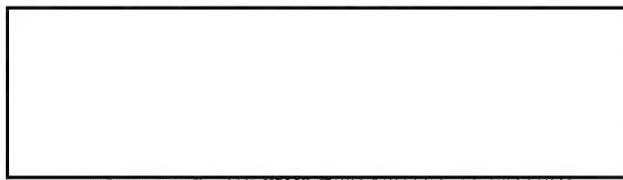
This is an overall Paperwork Management Survey to include inventory of records, developing of Records Control Schedule, preparation of Vital Records Deposit Schedule and Developing of File System.

5. Revision of Correspondence Handbook.

[redacted] would like for us to give high priority to the revision of Correspondence Handbook, [redacted]

6. Promotion of Staff Personnel

I proposed that, based on quality of work performed, that he approve the promotion of those personnel on the Staff that I felt deserved it. He agreed to ^{the} principle and further agreed to specifically determine the possibility of proceeding for several people.



RECORDS ADMINISTRATION OFFICER

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